

Client Profile Registration System (CPRS)

EXPORT CPRS PROCEDURES (RENEWAL)

- (1) Exporter applies for the renewal of its Export CPRS one or two months prior to the expiration of its Export CPRS.
- (2) Exporter completes documentary requirements. Pls view attached **CPRS Documentary Requirements (RENEWAL)**.
- (3) Exporter submits the documentary requirements at the EFOSEDC Department of PHILEXPORT.

EFOSEDC Department
Hall 2, OSEDC, Roxas Boulevard corner Sen Gil Puyat Ave.
Pasay City
Tel Nos 230 55 55

Schedule of Receiving and Evaluation of CPRS applications (New and Renewal) is as follows:

DAY	Mondays/Tuesdays/Thursdays/Fridays	
S		
TIM	AM	8:30 a.m. – 11:00 a.m.
E	PM	1:00 p.m. - 4:00 p.m

There is no receiving and evaluation of CPRS applications on Wednesdays.

Wenesdays are allotted for the PHILEXPORT CPRS Accreditation Committee (ACCOM) monthly meeting, PHILEXPORT CPRS staff meetings and filing, organization and sorting of CPRS application folders for easy retrieval.

- (4) PHILEXPORT reviews, evaluates, processes and approves CPRS application and sends to BOC for activation.

CPRS Officer encodes/uploads CPRS Accreditation Renewal to the BOC System for Renewal.

CPRS Officer arranges and schedules plant visit.

CPRS prepares preliminary CPRS report.

CPRS Officer conducts plant visit.

CPRS Officer prepares final report and recommends to the PHILEXPORT CPRS Committee approval of the CPRS renewal.

* PHILEXPORT has the option to cancel the renewal of the CPRS Accreditation Renewal upon negative findings on visit or evaluation.

- (5) Upon approval, the Bureau of Customs emails the renewed Certificate of Registration to the Exporter.

The activation of the Bureau of Customs of the renewal takes about two (2) to three (3) days.

Again, so as not to delay your exportation, companies are advised to renew their CPRS application one (1) or two (2) months in advance.

Thank you.